

## **DEPARTMENTAL RECORDS CLERK II**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position, the primary duties of which are assisting the Supervisor of Departmental Records in the management of the departmental records section. The employee of this class is responsible for supervising the operations of one shift of the records processing division, and takes charge of the division in the absence of the Supervisor of Departmental Records. The incumbent in this position assigns work to assigned subordinates, trains new employees of the division, and assists in the evaluation of the work performance of all Departmental Records Clerks. The Departmental Records Clerk II performs routine duties with general supervision, and reports to and has work reviewed by the Supervisor of Departmental Records.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises one shift in the departmental records section. Assists in the supervision of all personnel and equipment of the records section as assigned. Participates in the interview process for records section applicants and makes recommendations for hiring to the Supervisor of Departmental Records. Provides informal or on-the-job training for new employees, and assistance to other subordinate employees in technical areas of work, as required. Evaluates work performance of new employees and shift subordinates, and provides input to the Supervisor of Departmental Records on other section employees as needed.

Coordinates the work of shift employees with work of other section employees. Holds meetings with subordinates for the purpose of receiving reports and disseminating information, assigns work, and approves leave of assigned subordinates. Recommends, to Supervisor of Departmental Records, changes in work assignments to improve section operations. Resolves employee complaints and grievances concerning other subordinates, and counsels employees who are experiencing work problems.

Assists in the preparation of the operating budget for the records section, gathering information for use in developing the budget. Provides input on needed divisional supplies and equipment. Assists in preparing specifications for new equipment, and makes recommendations for the purpose of equipment to be used by clerical personnel.

Prepares and maintains payroll records and attendance log of assigned shift employees. Assists in the supervision of the processing of departmental records and reports, conducting random checks for completeness, accuracy, and conformity to established procedures. Assists in setting up filing systems, periodically inspects systems and facilities for maintaining records and reports, and recommends revising systems when necessary. Disposes of obsolete files and records as directed in accordance with departmental procedures.

Prepares, types, and updates section procedures manual for section employees. Assists in supervising the typing of letters, forms, memos, statements, formal reports, transcriptions, or any other documents assigned. Proofreads material typed by shift employees and corrects errors. Replies to any routine correspondence or requests as assigned by following departmental procedures or by receiving oral or written directions from the Supervisor of Departmental Records. Composes business letters for the records section as assigned.

Operates a computer terminal in order to enter or retrieve information from files. Uses computer scanning equipment to enter records or documents into computer database. Locates and retrieves information or documents from files, and locates missing files. Keeps records on the location of material removed from files, including to whom materials were distributed. Controls access to security files involving departmental personnel in the absence of the Supervisor of Departmental Records.

Answers questions and handles any routine requests or complaints of the public about the assigned section by telephone, writing letters, or by personal contact. Supervises the opening of incoming mail received, and sees that it is sorted and distributed to the proper person, section, or office.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must be a regular and permanent employee in good standing in the class of Departmental Records Clerk with the Lafayette Police Department with at least three (3) years of full time service from the date of probational appointment in that class.

Must present a certificate verifying the ability to type a minimum of 45 words per minute, and the ability to transcribe a minimum of 28 words per minute.

LY	04-16-96
Rev	10-09-96
	11-09-04
	06-11-14